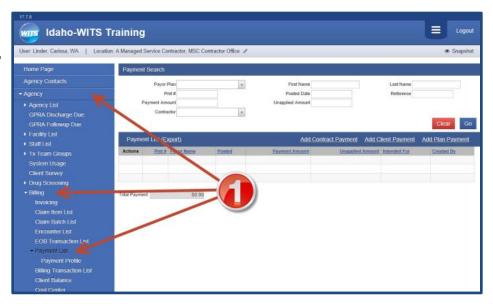
Documenting Payments in WITS from Private Pay Entities (EOB Transactions) With and Without Adjustments

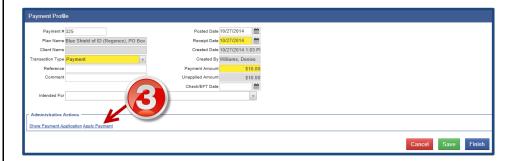
This guidance assumes the payment (Estimate of Benefit) from the insurer has been received by the agency outside of WITS.

Locate Payment from Insurer

- Getting here: Login, select the <u>Facility</u>, select <u>Agency</u>, <u>Billing</u>, and <u>Payment List</u> on the Navigation Pane (left menu).
- **2.** Click <u>Profile</u> in the Actions column for the Payor Plan (insurer).
- Click <u>Apply Payment</u> in the Administrative Actions box.

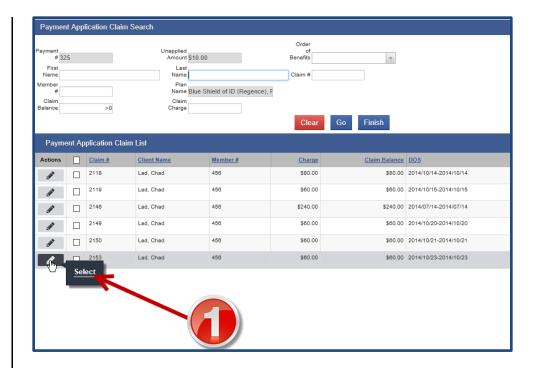


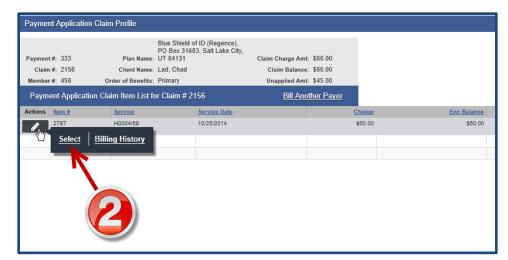




Locate the Claim to Apply EOB

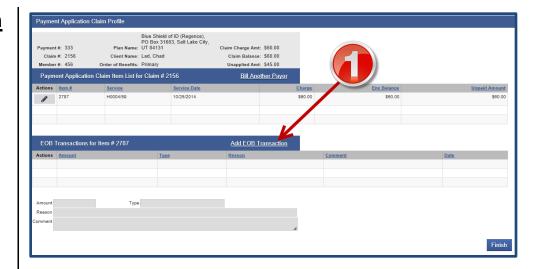
- **1.** Click <u>Select</u> in the Actions column for the Individual claim item.
- 2. Click <u>Select</u> in the Actions column.

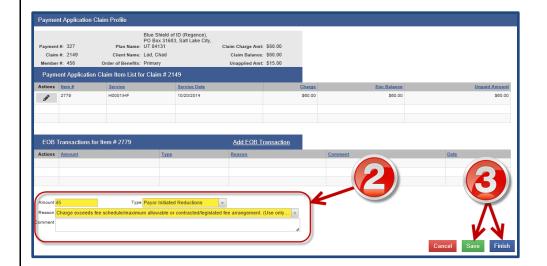




Add the EOB Transaction with an Adjustment

- 1. Click Add EOB Transaction.
- **2.** Enter the following information:
 - Amount
 - Type
 - Reason
 - Comments (optional)
- 3. Click Save and Finish.





Add EOB Transaction Without an Adjustment

- 1. Click on Add EOB Transaction.
- **2.** Enter the following information:
 - Amount
 - Type
 - Allowed Amount
 - Paid Unit Count
 - Procedure Code
 - Comments (optional)
- 3. Click Save and Finish.

